



CITY OF MUSKEGON
INCOME TAX DEPARTMENT
P.O. BOX 29
MUSKEGON, MICHIGAN 49443-0029
www.shorelinecity.com/incometax.asp

2004 ESTIMATE COUPON BOOKLET

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CITY OF MUSKEGON 2004

DECLARATION OF ESTIMATED INCOME TAX FORM M-104OES

FOR INDIVIDUALS, CORPORATIONS AND PARTNERSHIPS INSTRUCTIONS FOR DECLARATION OF ESTIMATED INCOME TAX

WHO MUST FILE A DECLARATION OF ESTIMATED INCOME TAX:

- A. INDIVIDUALS AND UNINCORPORATED BUSINESSES: Every resident or non-resident who expects taxable income from which the Muskegon Income Tax will not be withheld must file a Declaration of Estimated Income Tax. A Declaration is not required if the estimated tax, Line 7 of the Worksheet for Declaration of Estimated Income Tax, is One Hundred Dollars (\$100) or less. A husband and wife should file a joint Declaration if they expect to file a joint tax return. File the estimate under the same Social Security Number used when filing the annual return, Form M-1040.
- B. CORPORATIONS: Every corporation subject to the tax on all or part of its net profits must file a Declaration of Estimated Income Tax. A Declaration is not required from a corporation if the estimated tax, Line 7 of the Worksheet for Declaration of Estimated Income Tax, is Two Hundred Fifty Dollars (\$250) or less.
- C. PARTNERSHIPS: A partnership whose partners are subject to tax on all or part of their distributive share of net profit must file a Declaration of Estimated Income Tax if: 1) The partnership elects to pay the tax on behalf of the partners; and 2) the Estimated Income Tax of the partnership is more than One Hundred Dollars (\$100). The names, addresses and social security numbers of the partners on whose behalf the Declaration is filed shall be shown on an attached schedule. A partner is not required to file an individual Declaration unless the partner has other income on which the Muskegon Income Tax is expected to exceed One Hundred Dollars (\$100).

WHEN AND WHERE TO FILE DECLARATION AND PAY THE ESTIMATED TAX:

- A. CALENDAR YEAR TAXPAYERS:
 - 1) FILING: The Declaration for 2004 must be filed on or before April 30, 2004.
 - 2) PAYMENT: The estimated tax may be paid in full with the Declaration, or it may be paid in four (4) equal installments which are due on or before April 30, 2004, June 30, 2004, September 30, 2004 and January 31, 2005.
- B. FISCAL YEAR TAXPAYERS:
 - 1) FILING: The Declaration for 2004 must be filed on or before the last day of the fourth month after the beginning of the fiscal period in 2004.
 - 2) PAYMENT: The estimated tax may be paid in full with the Declaration or paid in four equal installments on or before the last day of the fourth, sixth, ninth and thirteenth months after the beginning of the fiscal year. The first installment must accompany the Declaration.

INCOME SUBJECT TO MUSKEGON INCOME TAX:

- A. RESIDENTS: All salaries, wages, bonuses, commissions and other compensation, net profit from a business or profession, net rental income, capital gains less capital losses, dividend income, interest income, income from estates and trusts, and other income.
- B. NON-RESIDENTS: Salaries, wages bonuses, commissions and other compensation for services rendered or work performed in Muskegon; Net rental income from property located in Muskegon; Net profits from a business, profession or other activity to the extent that it is from work done, services rendered or activity conducted in Muskegon, Capital gains less capital losses from the sale of real or tangible personal property located in Muskegon. The ordinance and regulations should be reviewed if you have any questions concerning the allocation of income earned in Muskegon.

INDIVIDUALS:

File your declaration and quarterly payments using the same Social Security Number used when filing your annual return, Form M-1040.

CORPORATIONS AND PARTNERSHIPS:

File their declaration and quarterly payments under their Federal Employer Identification Number.

(INSTRUCTIONS CONTINUE ON REVERSE SIDE)

HOW TO FILE:

- A. Use the Worksheet for 2004 Declaration of Estimated Income Tax, at the bottom of this page, to compute the estimated tax for the current year;
- B. Use the income from your annual return for the preceding year as the basis for computing the declaration of estimated tax for the current year; or
- C. Use the income computed for estimating your federal income tax adjusted to exclude any income not taxable or deductions not permissible under the Muskegon Income Tax Ordinance as the basis for computing the declaration of estimated tax for the current year.

WITHHOLDING TAX CREDITS AND OTHER TAX CREDITS:

- A. WITHHOLDING TAX CREDITS: You may subtract from your estimated Muskegon Income Tax the amount of Muskegon Income Tax expected to be withheld. (Worksheet Line 5)
- B. INCOME TAX PAID TO ANOTHER CITY: If you are a resident of Muskegon and pay income tax to another city on income earned outside of Muskegon you may subtract from your estimate of Muskegon income tax the amount of income tax expected to be paid to the other city. This credit may not exceed the amount of tax assessable under the Muskegon Income Tax Ordinance on the same amount of income of a nonresident. (Worksheet Line 6)
- C. INCOME TAX PAID BY PARTNERSHIPS: If you are a member of a partnership which elects to file a return and pay the tax on behalf of the partners, you may subtract, from your estimate of Muskegon Income Tax, the amount of tax expected to be paid by the partnership for your distributive share of net profits. (Worksheet Line 6)

AMENDED DECLARATION:

If you filed a Declaration and find that your estimated tax has substantially increased or decreased as a result of a change in your income or exemptions, you may amend your estimate at the time of making a quarterly payment. Simply enter the new estimated tax for the year on Line 1 of the quarterly payment voucher and follow the instruction on the voucher.

PENALTY AND INTEREST:

For 2004, if the total amount of tax withheld and estimated tax paid, is \$100 less than the tax due and less than seventy percent (70%) of the tax due for 2003 or 2004, penalty and interest will be charged.

FORMS OR INFORMATION: Forms and information may be obtained from the Income Tax Department, City Hall, 933 Terrace Street, P.O. Box 29, Muskegon, Michigan, 49443-0029, or by calling (231) 724-6770.

NOTE: Filing a Declaration of Estimated Tax does not excuse the taxpayer from filing an annual return even though there is no change in the declared tax liability!!!

WORKSHEET FOR 2004 DECLARATION OF ESTIMATED INCOME

(Keep for your records)

1. TOTAL MUSKEGON INCOME EXPECTED IN 2004. (See Instructions)	\$
2. EXEMPTIONS (\$600 for each exemption; Does not apply to corporations)	\$
3. ESTIMATED MUSKEGON TAXABLE INCOME. (Line 1 less Line 2)	\$
4. ESTIMATED MUSKEGON INCOME TAX BEFORE CREDITS. (Nonresident individuals enter 1/2% of Line 3, all other taxpayers enter 1% of Line 3)	\$
5. AMOUNT OF MUSKEGON TAX TO BE WITHHELD.	\$
6. AMOUNT OF OTHER TAX CREDITS.	\$
7. ESTIMATED MUSKEGON INCOME TAX DUE. (Line 4 less Lines 5 and 6)	\$

VOUCHER	DATE	CHECK	TAX PAID
1			\$
2			\$
3			\$
4			\$
TOTAL PAID			\$

M-1040ES
VOUCHER 2

City of Muskegon Estimated Income Tax Payment Voucher
 For Calendar Year 2004 or Fiscal Year Ending _____, _____

2004
VOUCHER 2

PLEASE PRINT OR TYPE	Name	Social Security Number (Individuals)
	Address	Spouse's Social Security Number
	City State Zip Code	Employer Identification Number (Corps & Ptnrs)
1. ESTIMATED TAX: Tax due per your original estimated declaration or if you are required to amend your declaration, the estimated tax due per the amendment.		\$ _____ 00
2. PAYMENTS THIS YEAR:		\$ _____ 00
3. UNPAID BALANCE: Line 1 less line 2.		\$ _____ 00
4. INSTALLMENT DUE: Calendar year taxpayers pay one-third (1/3) of the unpaid balance by June 30, 2004; Fiscal year taxpayers see instructions.		\$ _____ 00

Make checks payable to the "City of Muskegon" and mail with this quarterly payment voucher to the Income Tax Department, P.O. Box 29, Muskegon, MI 49443-0029.

M-1040ES
VOUCHER 1

City of Muskegon Estimated Income Tax Payment Voucher
 For Calendar Year 2004 or Fiscal Year Ending _____, _____

2004
VOUCHER 1

PLEASE PRINT OR TYPE	Name	Social Security Number (Individuals)
	Address	Spouse's Social Security Number
	City State Zip Code	Employer Identification Number (Corps & Ptnrs)
1. ESTIMATED TAX: If \$100 or less for individuals or unincorporated businesses or \$250 or less for corporations, this declaration is not required.		\$ _____ 00
2. FIRST INSTALLMENT: Due with declaration in full or pay one-fourth (1/4) of Line 1 by April 30, 2004; If fiscal year, see instructions.		\$ _____ 00

SIGN HERE	I certify that this is a correct declaration.
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Signature of Taxpayer

Spouse's Signature (If joint return)

Make checks payable to the "City of Muskegon" and mail with this declaration to the Income Tax Department, P.O. Box 29, Muskegon, MI 49443-0029.

DETACH THIS STUB BEFORE MAILING

M-1040ES
VOUCHER 4

City of Muskegon Estimated Income Tax Payment Voucher
 For Calendar Year 2004 or Fiscal Year Ending _____, _____

2004
VOUCHER 4

PLEASE PRINT OR TYPE	Name	Social Security Number (Individuals)
	Address	Spouse's Social Security Number
	City State Zip Code	Employer Identification Number (Corps & Ptnrs)
1. ESTIMATED TAX: Tax due per your original estimated declaration or if you are required to amend your declaration, the estimated tax due per the amendment.		\$ _____ 00
2. PAYMENTS THIS YEAR:		\$ _____ 00
3. UNPAID BALANCE: Line 1 less line 2.		\$ _____ 00
4. INSTALLMENT DUE: Pay the unpaid balance by January 31, 2005 Fiscal year taxpayers see instructions.		\$ _____ 00

Make checks payable to the "City of Muskegon" and mail with this quarterly payment voucher to the Income Tax Department, P.O. Box 29, Muskegon, MI 49443-0029.

M-1040ES
VOUCHER 3

City of Muskegon Estimated Income Tax Payment Voucher
 For Calendar Year 2004 or Fiscal Year Ending _____, _____

2004
VOUCHER 3

PLEASE PRINT OR TYPE	Name	Social Security Number (Individuals)
	Address	Spouse's Social Security Number
	City State Zip Code	Employer Identification Number (Corps & Ptnrs)
1. ESTIMATED TAX: Tax due per your original estimated declaration or if you are required to amend your declaration, the estimated tax due per the amendment.		\$ _____ 00
2. PAYMENTS THIS YEAR:		\$ _____ 00
3. UNPAID BALANCE: Line 1 less line 2.		\$ _____ 00
4. INSTALLMENT DUE: Calendar year taxpayers pay one-half (1/2) of the unpaid balance by September 30, 2004. Fiscal year taxpayers see instructions.		\$ _____ 00

Make checks payable to the "City of Muskegon" and mail with this quarterly payment voucher to the Income Tax Department, P.O. Box 29, Muskegon, MI 49443-0029.

DETACH THIS STUB BEFORE MAILING